



FREDERICK COUNTY GOVERNMENT

DIVISION OF PARKS & RECREATION

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Frederick County Division of Parks and Recreation

Epi-Pen Procedures

When an individual requires the use of an Epi-Pen, the recreation staff members perceives the situation as potentially life threatening. As such, recreation staff members and parents/guardians should follow these procedures:

Parents/Guardians Responsibilities

- Complete (signed and dated) a Recreation Division medication form. This form must indicate the type of Epi-Pen as well as proper storage procedures. This form is available at the Parks and Recreation Office, 118 N. Market Street, Frederick, MD 21701; 301-600-2936.
- On the first day of the program, give the completed medication form and at least one Epi-Pen to the staff on-site.
- Ensure that their child has received information on how and when to use the Epi-pen and that he/she can use it properly in an emergency.
- If the Epi-Pen is administered, it is the parent/guardian's responsibility to keep the program staff updated on the condition of the participant. This allows the staff to calm other participants who may have witnessed the incident and to prevent unnecessary concern and discussion.

Recreation Staff Responsibilities

- On the first day of the program, obtain a completed medication form and Epi-Pen from the parent/guardian.
- Stay alert to the fact that this participant may require specialized attention in the event of an allergic reaction.
- If in the event of an allergic reaction the participant is incapable of self administering the Epi-Pen, recreation staff will be expected to administer.
- Be aware if an activity may expose the participant to increased risk.
- In the event the Epi-Pen is administered, the 911 emergency system should be accessed.
- In the event the Epi-Pen is administered, parent/guardian will be notified as soon as possible after 911 personnel have been contacted. Emergency contacts listed on the registration form will be used as alternatives only if the parent/guardian cannot be reached.
- In the event the Epi-Pen is administered, the on-site staff is responsible for completing an Accident Report form and contacting their supervisor.